

CITY OF SAINT CHARLES

EMPLOYMENT OPPORTUNITY



Discover.

Job Title	Assistant Director-Shared Services
Department	Parks and Recreation Department
Posting Date	March 10, 2010
Closing Date for Resumes/Applications	March 31, 2010
Salary Range	\$63,279.24 – \$87,943.00 annually
Exempt/Non-exempt	Exempt
Status	Full-time

The City of Saint Charles Parks and Recreation Board is recruiting for a full-time Parks and Recreation Assistant Director. The purpose of this position is to support the planning, organizing, managing and directing all aspects of municipal park and recreation operations that cross all divisions of Parks.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the Director in researching and developing Department plans including activities, operations, staffing, land acquisition, and facilities development and maintenance.
- Manages accounting, payroll, budgets, purchasing, vendor management and all staff services for the Parks Department.
- Assess, evaluate and manage Parks technology needs.
- Approves vacation, sick leave and time off requests.
- Prepares or directs preparation of financial/budget reports and submits to City officials and appropriate agencies.
- Researches grant fund suitability and availability.
- Prepares or directs and administers preparation of grant applications.
- Assists in Department capital and annual operating budget development.
- Recommends staffing levels and materials and equipment purchases.
- Prioritizes and organizes projects and tasks. Allocates personnel.
- Reviews completed work.
- Manages employee screening, interviewing, hiring, promotion, discipline and discharge.
- Evaluates employee performance.
- Arranges and ensures employee compliance with training and certification requirements such as lifeguard training, pesticide application training, etc.
- Assists in developing contract specifications. Participates in bid review, award recommendations, and contractor supervision.
- Reviews design plans, materials specifications, equipment needs, environmental studies and other documents related to contracted services.
- Assists developing Department programs, policies, and procedures. Monitors activities and recommends and implements program, policy and procedure changes.
- Directs marketing Department programs and activities
- Approves informational brochures and press releases regarding Department programs and activities.
- Participates in on-going training.
- Attends and participates in workshops, seminars, and conventions regarding Department activities and operations.
- Assists with Shelter planning and implementation in City emergencies.

- Disaster preparedness and recovery operations.
- Performs Director's duties in his/her absence or as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Parks and Recreation Management, Public Administration or related field.

Eight to ten years park/recreation or related management experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Valid Missouri motor vehicle operator's license required.

Safety certifications preferred.

Certified Parks professional preferred.

Contact Information

Interested applicants should forward a resume or application with salary history to:

The City of St. Charles, Human Resources Department, 200 North Second Street, St. Charles, MO 63301. Fax 636-940-4606. Email HR@stcharlescitymo.gov. Additional information and applications can be found on the careers tab of our website www.stcharlescitymo.gov. No phone calls please.

St. Charles is an Equal Employment Opportunity Employer and participates in E-Verify.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

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